

**Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement**

**ADMINISTRATIVE OFFICE - KANAWHA COUNTY
EMPLOYMENT OPPORTUNITY**

Position open until filled

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for an *Accounting Manager* in Charleston, West Virginia. This position directly reports to the Chief Financial Officer.

Accounting Manager

Salary Range: \$55,000-\$65,000

Position Purpose: This position performs moderate to complex professional accounting/auditing duties in one or more of the following areas: general accounting, internal auditing, budgeting/administration, and/or financial analysis. This position is responsible for making journal entries, monitoring and reviewing budgets, and preparing and analyzing basic financial statements and reports for compliance with accounting/auditing guidelines and procedures. This position is also responsible for supervising and training staff.

Minimum Qualifications:

- **TRAINING:** Bachelor's degree in a business related field from an accredited college or university with at least twenty-four (24) semester hours in accounting.
- **EXPERIENCE:** Three years of full-time or equivalent part-time paid professional financial or performance accounting/auditing, cost analysis, or governmental accounting work or statutory accounting.

Primary Duties and Responsibilities include:

- Reviews, balances and reconciles accounting transactions/records.
- Makes journal entries; posts accounting data to general ledger accounts; records adjusting or correcting entries to the general ledger; handles transferring and encumbering of funds.
- Compiles, prepares, reviews and distributes data for monthly accounting reports; reconciles discrepancies with department heads.
- Maintains and reviews expenditures and budgetary control accounts, subsidiary and general ledgers, accounting journals, financial reports, batch reports and other fiscal records.
- Evaluates efficiency and effectiveness of various programs; analyzes financial records for completeness and accuracy to determine compliance with state and federal laws and national accounting/auditing standards.
- Trains employees in the performance of job duties; assigns, reviews, and evaluates work of subordinates.
- Invoices quarterly the School Based Probation Officers.
Maintains knowledge of current trends and developments in the field.

- Performs other duties as assigned.

Skills and Knowledge:

- Knowledge of generally accepted professional accounting and auditing principles and practices and of the principles, practices, methods, and techniques of governmental accounting and auditing.
- Knowledge of database principles and/or computerized applications.
- Ability to analyze and interpret accounting records for accuracy and completeness.
- Problem solving and analytical skills essential.
- Ability to multi-task, set priorities and meet deadlines.
- Effective oral and written communication skills.

Licensure Requirements:

Certified Public Accountant licensure strongly preferred.

Working Conditions (Physical/Mental Demands, and Environmental Factors):

- Extended time spent on computer requiring prolonged sitting during work hours.
- Professional office environment.
- Minimal travel.

Continuing Education Requirements: Continued Professional Education as required by CPA licensure. Training required to maintain PCard certification. Maintain current knowledge by attending training sessions and conferences that are provided. Explore continuing education opportunities from online sources and/or organizations within the field

Criminal Background Check: Successful candidates must submit to criminal background check.

Compensation and Benefits include:

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of

Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at www.courtswv.gov.

Equal Opportunity in Employment

It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

Application Process

To apply for this position, please direct the completed Court Employment Application (available on Court website), signed and notarized Release for Criminal/Background Check (available on Court website), along with a letter of interest highlighting applicable experience, and a resume, including references to:

Sue.Troy@courtswv.gov

Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.